Setting up your account in TRAINVirginia

Provider's Quick Guide

Introduction:

What is TRAIN?

TRAIN is the nation's premier learning resource for professionals who protect the public health. TRAIN is comprised of the national (www.train.org) site and participating TRAIN affiliate sites. Affiliate sites are managed by many state public health agencies, academic partners, and others. When completed, TRAIN will serve the majority of the U.S. public health workforce.

Learners can use TRAIN to:

- Search or browse the nationwide database for on-site or distance learning courses
- Sign up for e-mails about new courses
- Create a personal learning record of competency-based training
- Provide and view feedback about courses listed on the site
- Register online for many courses

The VDH Office of EMS has chosen TRAINVirginia as the platform we will use to enable Virginia EMS providers to register and take online CE programs for CE credit.

Learning Objectives:

Learn how to:

- ✓ log onto the **TRAIN**Virginia website
- ✓ locate "*Create Account*" section
- ✓ complete new account creation process

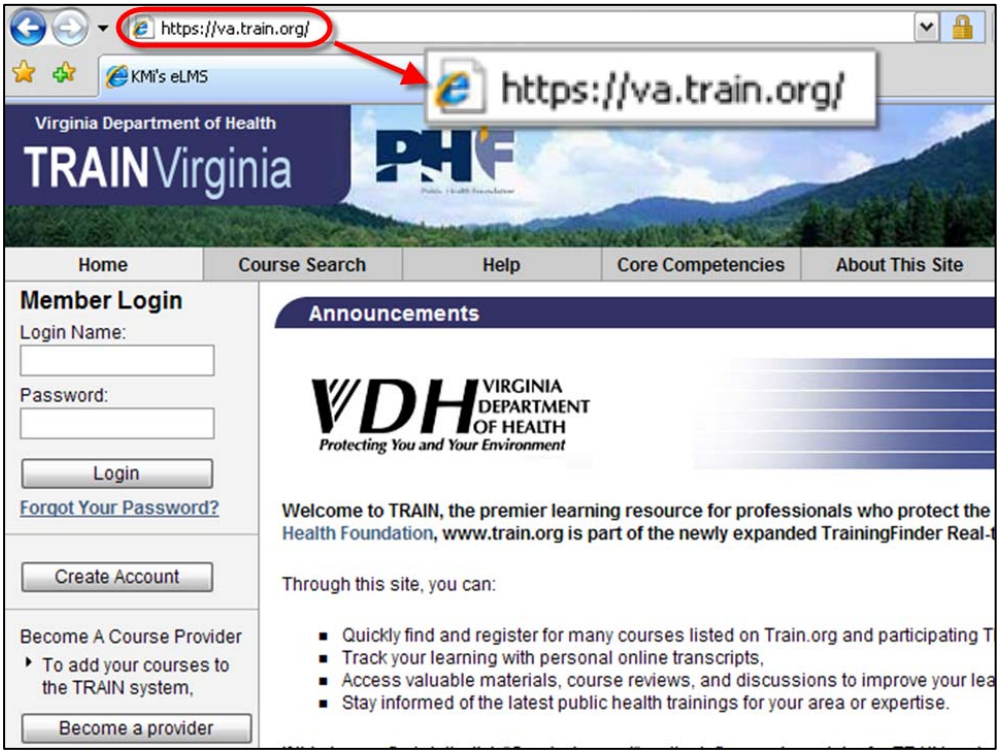
Virginia Office of EMERGENCY MEDICAL SERVICES
Virginia Department of Health

Browser Requirements	Operating Systems Supported
WINDOWS	**WINDOWS**
▪ Internet Explorer 5.5 +	▪ Windows Vista
▪ Netscape 7.1 +	▪ Windows XP
	▪ Windows 2000
MACINTOSH	**MACINTOSH**
▪ Mozilla FireFox 1.3 +	▪ OS X 10.2 or greater

Step 1

Locating the **TRAIN**Virginia **web page**

1. Open your web browser and type the following URL into the address bar:
   a. https://va.train.org
2. Press **Enter** to load the **TRAIN**Virginia home page. See below.



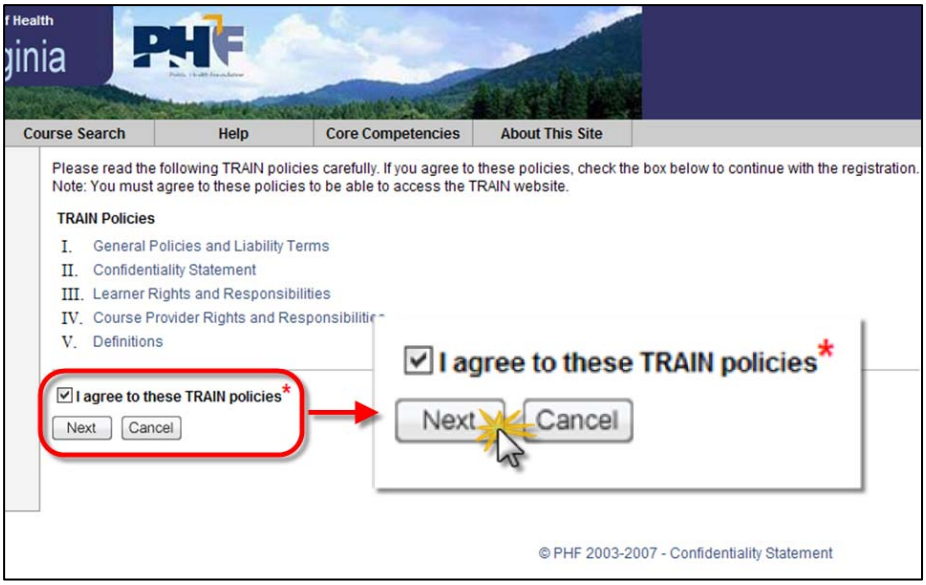
Step 2

Locating the *"Create Account"* button

1. Once the **TRAIN**Virginia home page loads, click on the "*Create Account*" button.

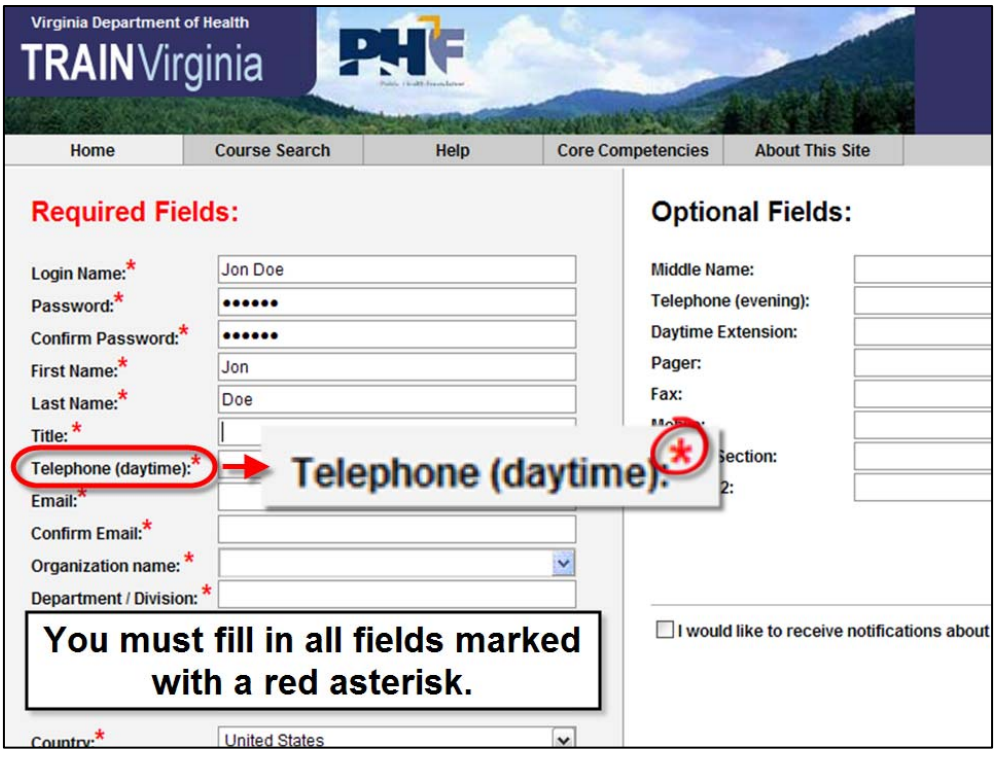
Step 3 — Read and agree to policies

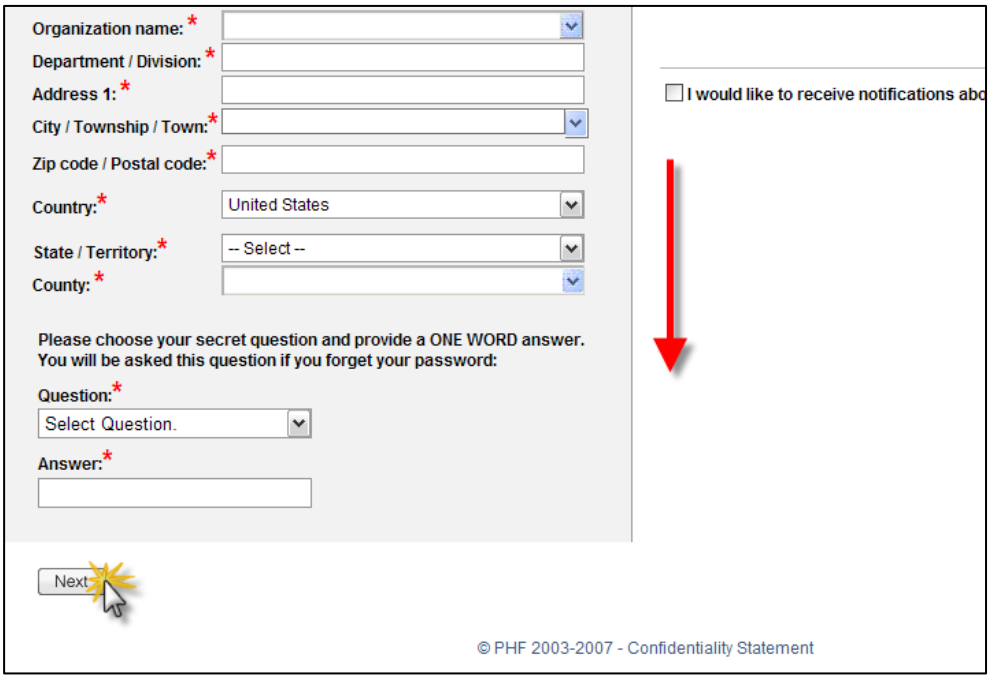
1. Make sure to review all the **TRAIN**Virginia policies.
2. When you are finished check the box that says, "*I agree to these TRAIN policies*" and click the next button.



Step 4 — Beginning the registration process

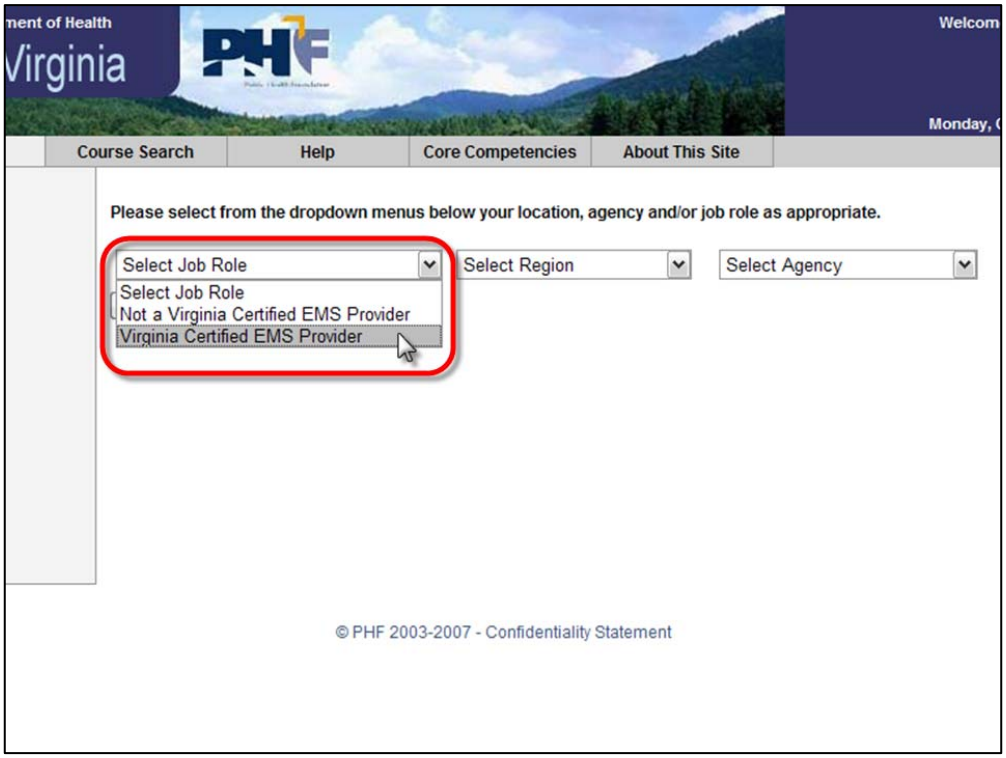
1. Complete all the required fields.
   a. All required fields are located on the left hand side of the screen and are marked with a red asterisk.
2. The Office suggests that you fill in the optional fields, however this information is not required to start an account.
3. Once you have finished, click on the next button.



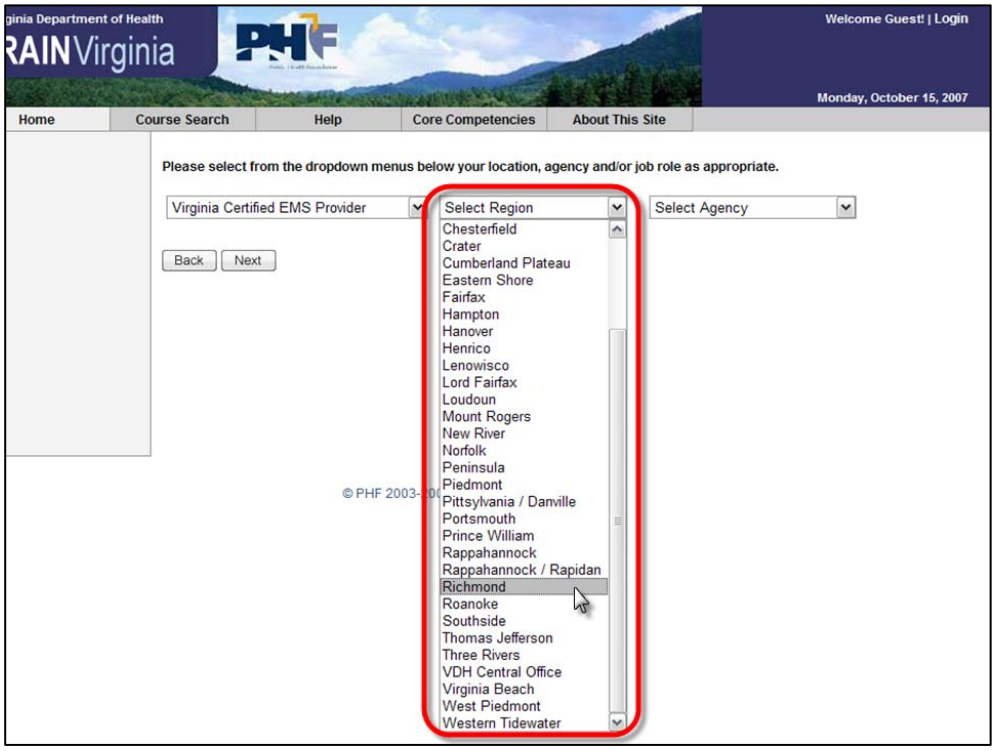


Step 5 Completing the TRAINVirginia registration process

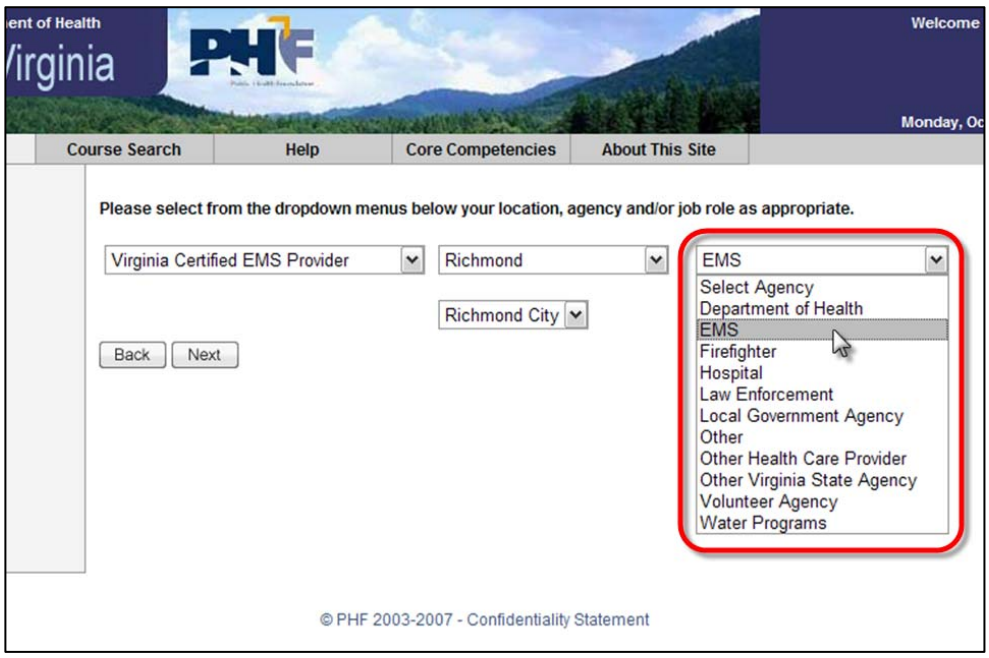
1. Select **"Virginia Certified EMS Provider"** in the left drop down menu.
   a. **This step is very IMPORTANT in order to ensure your CE credit is properly recorded.**



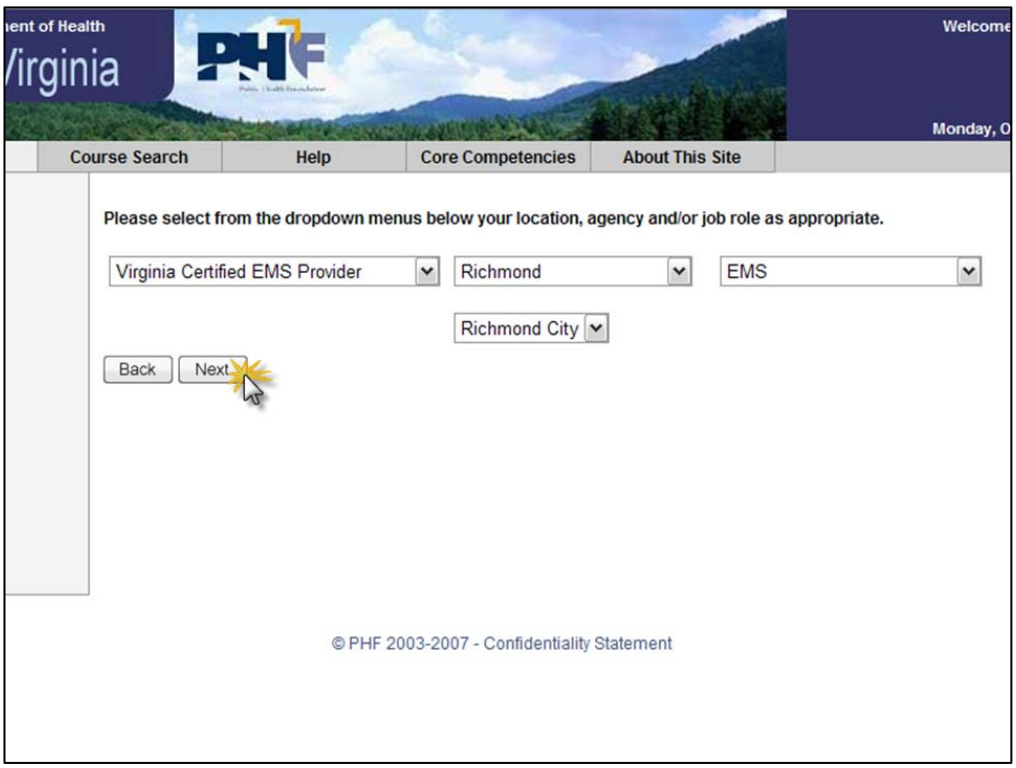
2. Select the city or county in which you reside.



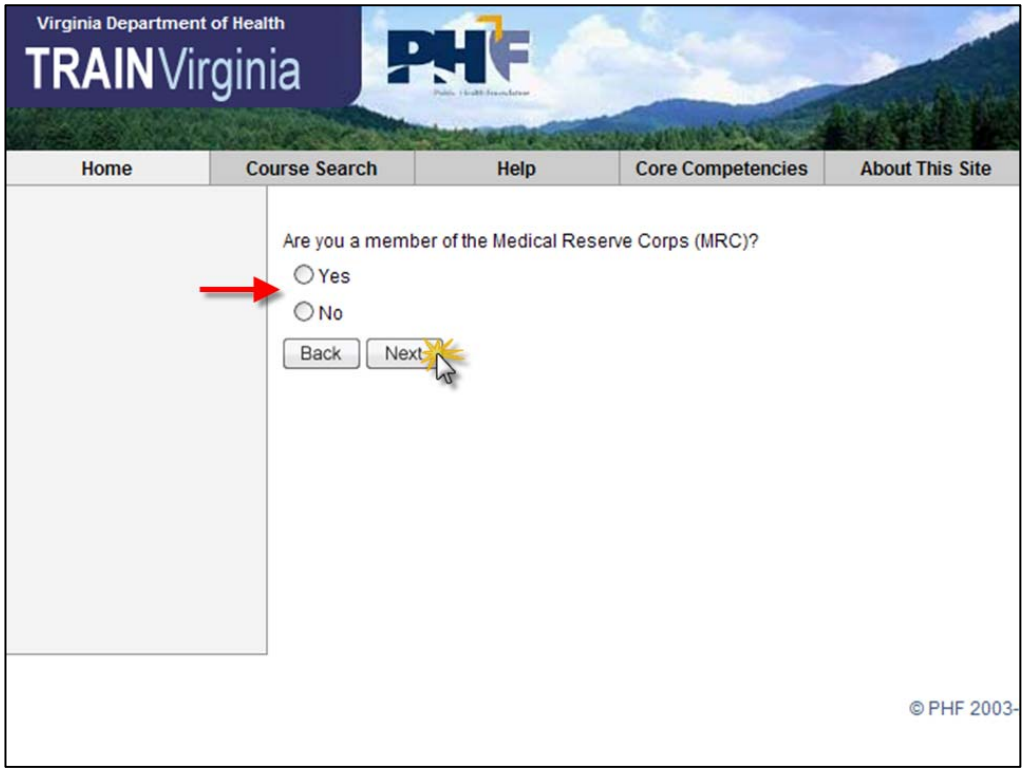
3. Select **"EMS"** in the right drop down menu.



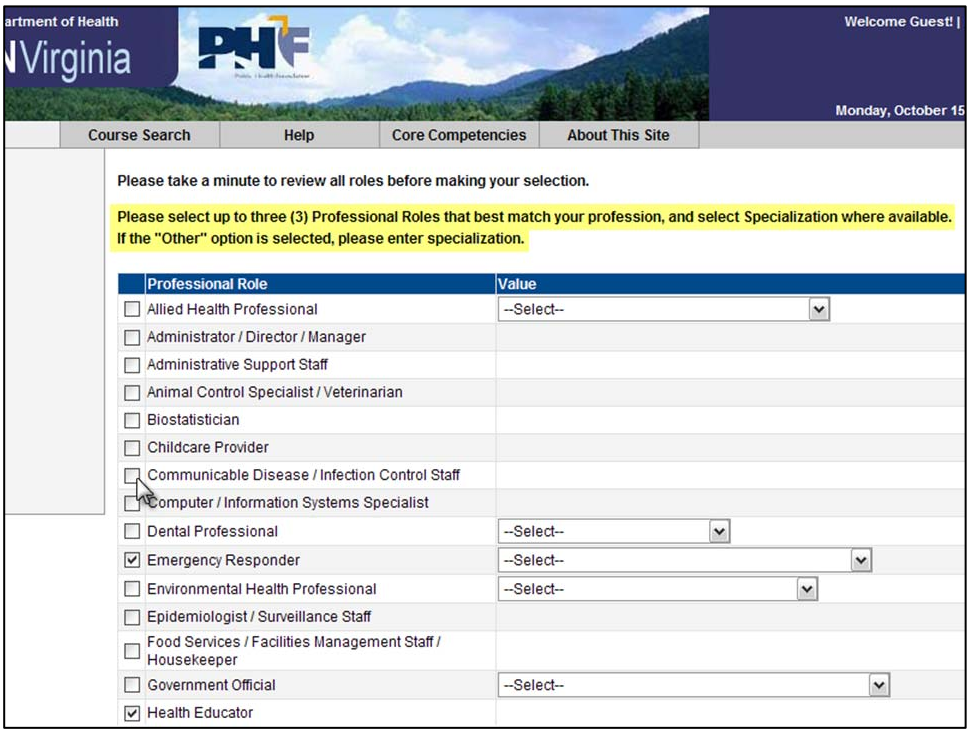
4. After you have made your selections in drop down menus, click the next button.

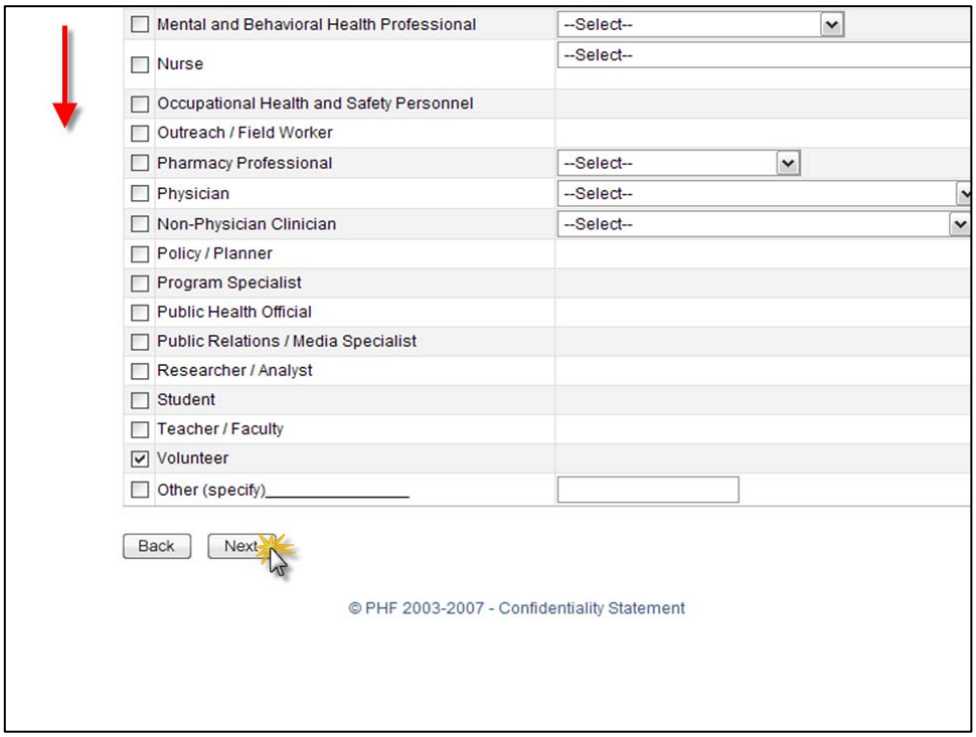


5. Check the **"Are you a member of the Medical Reserve Corps (MRC)"** box **ONLY** if it applies to you. Then click the next button.

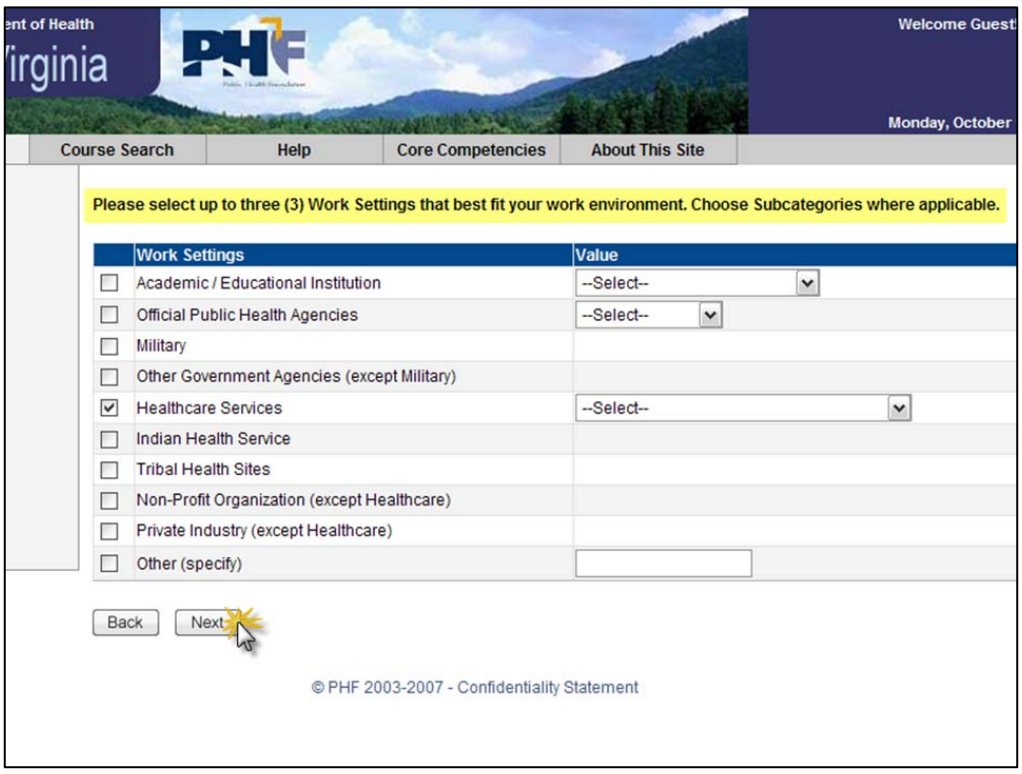


6. Check up to three (3) Professional Roles boxes that best match your profession, and select a specialization where available. Click next after you have completed this step.

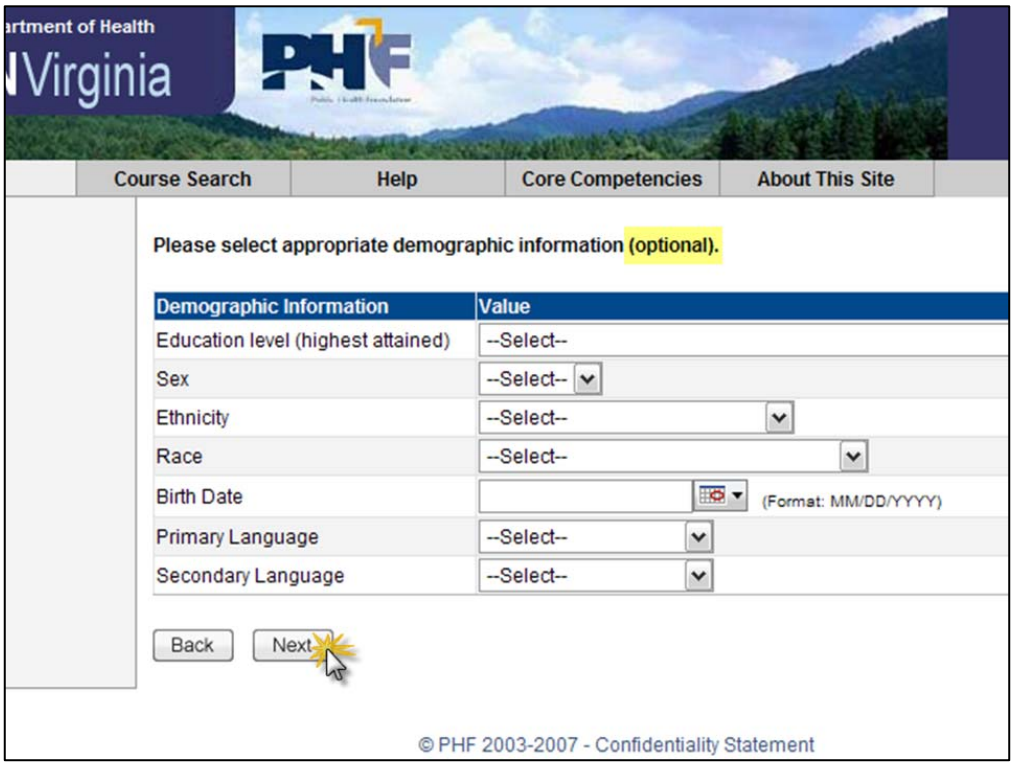




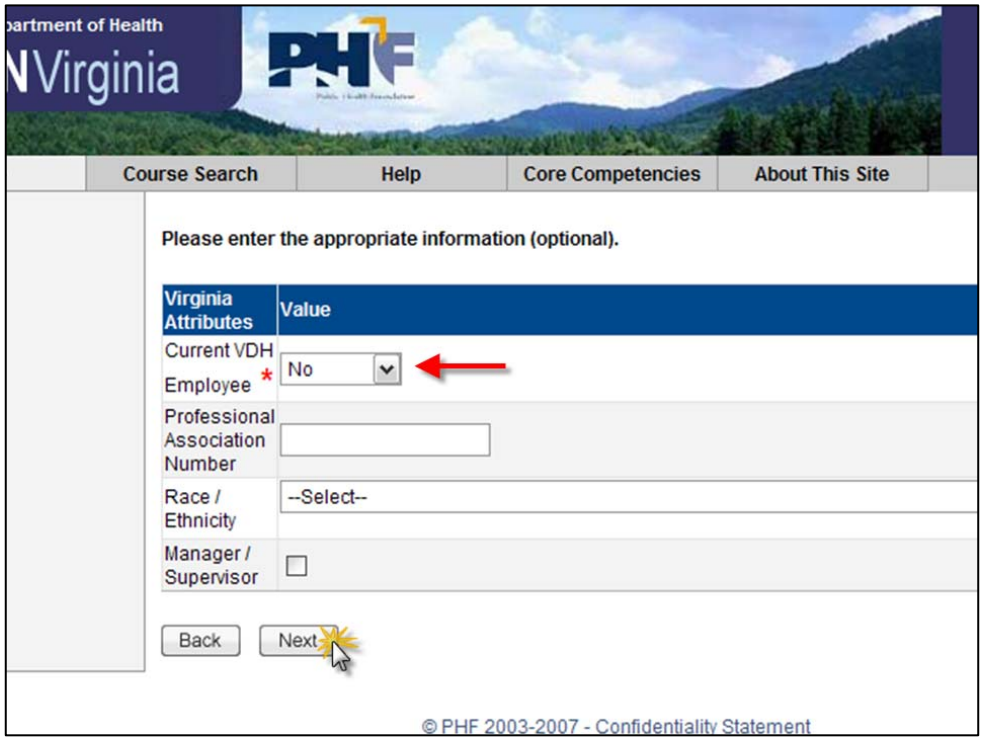
7. Choose **"Healthcare Services"** and click **Next** to continue.



8. Select the appropriate demographic information. Remember this information is optional. When you are finished, select the Next button.

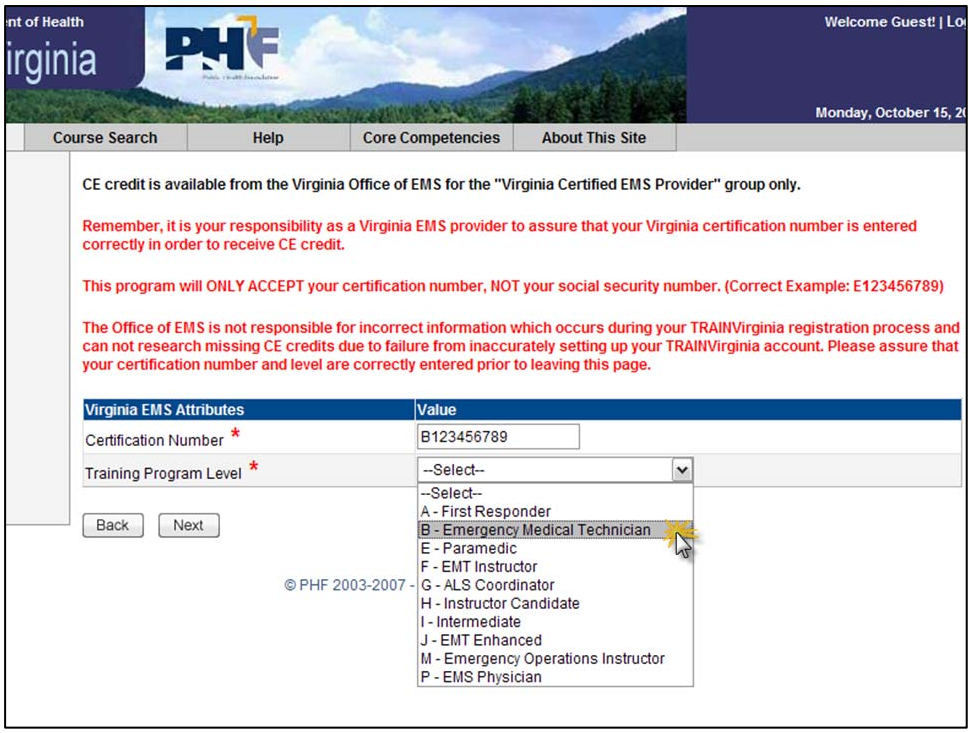
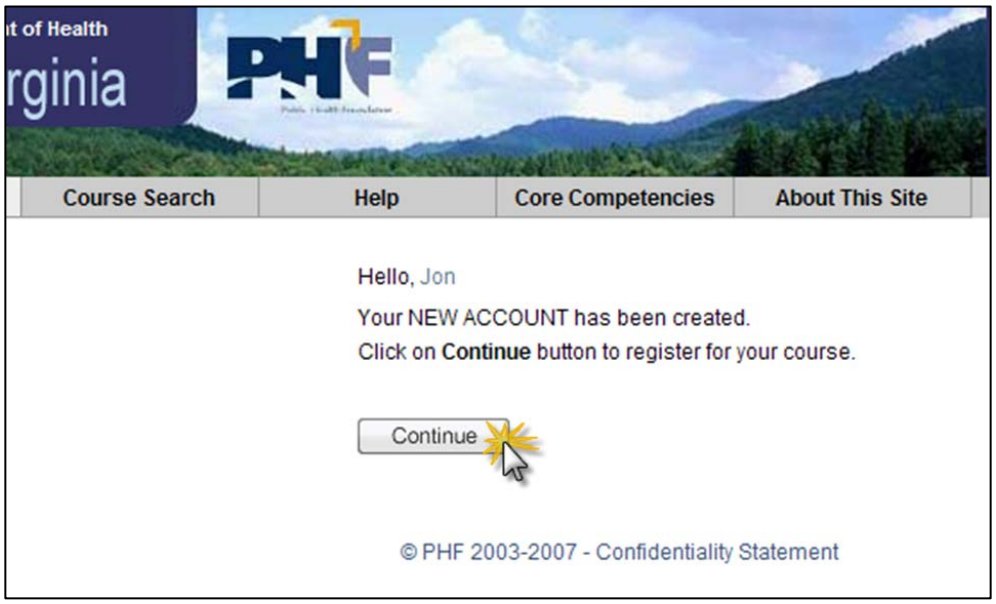


9. Under **"Virginia Attributes"**, answer the mandatory question # 1, however DO NOT COMPLETE any other ITEMS and select the next button.



The following screens MUST be completed correctly in order for your CE to be posted to your records. Please pay special attention to your keying in this section.

10. Under Virginia EMS Attributes fill in **BOTH** fields marked with a red asterisk. Be sure that you fill in your ***certification number*** and ***training program*** level information **correctly**, or you will not receive CE credit for courses that you take.



11. You should now see your name and confirmation that your new account has been created.
12. Congratulations in finishing your account setup.
13. Click the Continue button to move on and register for courses.